



**DEPARTMENT OF THE NAVY**  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORINST 1412.2B  
N7  
28 Jan 2021

COMNAVRESFOR INSTRUCTION 1412.2B

From: Commander, Navy Reserve Force

Subj: NAVY RESERVE AUGMENT UNIT COMMANDING OFFICER AND OFFICER-IN-CHARGE QUALIFICATION PROGRAM

Ref: (a) OPNAVINST 1412.14  
(b) COMNAVRESFORNOTE 5400  
(c) NAVPERS 15839I  
(d) COMNAVIFORINST 1412.2  
(e) NAVEDTRA 43035  
(f) COMNAVAIRFORESINST 1412.3C  
(g) CNATRA 1412.1

Encl: (1) Sample Navy Reserve Augment Unit Commanding Officer/Officer-In-Charge Qualification Oral Board Nomination Letter  
(2) Sample Navy Reserve Augment Unit Commanding Officer/Officer-in-Charge Qualification Oral Board Recommendation  
(3) Sample Application for Assignment of Additional Qualification Designator (AQD) Navy Reserve Augment Unit Commanding Officer/Officer-In-Charge Qualified (2N1)

1. Purpose. To revise policy and procedures for the qualification of Selected Reserve (SELRES) Officers for APPLY Board-selected Navy Reserve Augment Unit (NRAU) Commanding Officer (CO) and Officer-in-Charge (OIC) billets.

2. Cancellation. COMNAVRESFORINST 1412.2A.

3. Discussion.

a. Command is challenging and places an extraordinary demand on the professional skills of officers leading units. The Navy Reserve can only accomplish its mission when officers assigned to leadership positions consistently demonstrate the highest levels of ethical behavior, resource management, judgment, and leadership. This instruction promulgates the requirement for SELRES officers seeking assignment to NRAU CO/OIC billets to meet guidelines comparable to those set forth for officer communities in reference (a). Since the NRAU CO/OIC positions are administrative in nature, the supported command CO retains all command authority as delineated by law, and Department of Defense and Navy directives. Successful completion of the NRAU CO/OIC Command Qualification process awards an officer the 2N1 Additional Qualification Designation (AQD). The 2N1 AQD does not presuppose screening and slating to

NRAU CO/OIC billets, which is determined by the APPLY Board per reference (b). The 2D1, 2D2, and 2D3 AQDs are all considered equivalent to the 2N1 AQD for purposes of qualifying an officer for NRAU CO/OIC positions. The 2N1 AQD will be retained for the duration of an officer's career unless removed per reference (c). See reference (b) for specific fiscal year APPLY Board guidance.

b. NRAU CO and OIC billets selected via separate formal selection board processes are exempt from this instruction. Reference (a) outlines policy, procedures, and basic minimum standards for the qualifying and screening of officers for command of Reserve Commissioned Units. SELRES officers seeking command of Commissioned Reserve Units must be qualified by the community to which the billet is assigned in accordance with that community's applicable command qualification process.

4. Policy. This instruction establishes the process to formally evaluate SELRES officers and determine eligibility for NRAU positions for all communities. Reference (b) will address any community-specific technical requirements.

5. Applicability. For the purpose of this instruction, the term "echelon 4 command" refers to Navy Region Reserve Component Commands (RCC) and Naval Special Warfare Group Eleven (NSWG-11). Commander, Naval Information Force Reserve (CNIFR), Commander, Naval Air Training (CNATRA), and Commander, Naval Air Forces Reserve (CNAFR) members can qualify through their RCCs or assigned units. It is highly recommended that Information Warfare Community and Aviation members qualify through CNIFR/CNATRA/CNAFR for community values in accordance with references (d) through (g). Echelon 4 commanders can designate a subordinate Command Qualification Oral Boards (CQOB) approval authority if desired.

6. Method for requesting a CQOB. Members will use one of the following methods to request a board.

a. Utilize official correspondence or,

b. Utilize the NRAU CO/OIC SharePoint electronic workflow located at the following address:  
[https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/reserve\\_co\\_oic/Pages/cqb\\_home.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/reserve_co_oic/Pages/cqb_home.aspx)

7. NRAU CO/OIC Qualification. To meet minimum eligibility requirements, officers desiring the 2N1 AQD shall:

a. Complete reference (e).

b. Provide proof of currency in officer leadership training per ALNAVRESFOR 005/11.

c. Submit draft CQOB nomination letter with nominee's official biography utilizing one of the following methods:

(1) Official correspondence to CQOB chairperson.

(2) NRAU CO/OIC SharePoint electronic workflow: Upload official biography into CQOB application. A draft nomination letter not required if using this method.

d. Obtain current reporting senior's recommendation utilizing one of the following methods:

(1) Utilize official correspondence. Enclosure (1) is provided as a template.

(2) NRAU CO/OIC SharePoint electronic workflow: Reporting senior will endorse during their part in the application review process.

e. Successfully complete a CQOB and be designated in writing as "NRAU CO/OIC qualified" by the chairperson of the CQOB utilizing one of the following methods:

(1) Utilize official correspondence. Board chair provides a designation letter to Navy Personnel Command (PERS-911) stating the results of the board per enclosure (2).

(2) Education and Training SharePoint site: Board chair electronically records the results after the board has taken place. CQOB results are stored in SharePoint, which sends an automatic email to the applicant, board members, and Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Education and Training representative detailing results.

8. CQOB. The CQOB is responsible to evaluate the officer's leadership ability, maturity, judgment, motivation, command presence, self-confidence, and understanding of Commander, Navy Reserve Force policy and guidance. The board should strive to ascertain the nominee's leadership philosophy and ethical decision-making capability. The following guidelines are established for the CQOB:

a. The CQOB chairperson shall be a former or current commissioned reserve unit CO/OIC, Navy Operational Support Center CO, or NRAU CO/OIC senior in rank to the nominee, or senior by time in grade in the case of O6 nominees.

b. Nominees should start CQOB requests at least 30 days from the proposed board date to ensure sufficient time is available for the review and approval process. The echelon 4 approval authority can accept an application submitted inside this window on a case by case basis.

c. A CQOB held before echelon 4 approval will generally be deemed not valid. Echelon 4 leadership can approve the results of such a board after reviewing the circumstances on a case-by-case basis, or require a re-board.

d. If a board is not completed on the proposed date, the CQOB chairperson has the authority to reschedule the board within 60 days of the originally approved date. Approval authority is rescinded after 60 days.

e. CQOB chairpersons should conduct the board in-person when possible, with all members and nominee physically present. In cases where this is not practical, the board chair shall communicate to the echelon 4 approval authority how the board will be conducted and what procedures will be used in order to ensure the highest quality evaluation of the nominee.

f. CQOB membership requirements:

(1) CQOB chairperson must be designated by the echelon 4 approval authority.

(2) CQOBs shall be comprised of a minimum of three officers (including the chairperson) and possess experience as described in paragraph 8.a.

(3) CQOB members shall not be in the same unit as the officer being evaluated.

g. If an officer is found "not-qualified" by the CQOB, the officer must wait a minimum of six months before attempting a subsequent board.

## 9. Responsibilities and Actions

a. Echelon 4 commanders must:

(1) Administer the NRAU CO/OIC CQOB process.

(2) Provide a CQOB precept.

(3) Ensure CQOBs are held within 60 days of the originally scheduled board date per paragraph 8.d.

(4) Provide sample CQOB questions and vignettes for CQOB members' use.

(5) Approve the CQOB chairperson, members, and provide assistance with board qualification correspondence per enclosure (2) or electronic board proceedings as necessary.

(6) Approve all board results prior to the candidate receiving a CQOB recommendation letter when utilizing the official correspondence method. If using the NRAU CO/OIC SharePoint electronic workflow, ensure the board chair reports the results of the board via the NRAU CO/OIC SharePoint site within one week after the board meets.

(7) Maintain oversight of remediation for non-qualified recommendations.

(8) Navy Region Southeast RCC Jacksonville shall coordinate CQOBs for officers stationed outside the continental United States in the United States Naval Forces Southern Command, United States Naval Forces Europe, United States Naval Forces Africa, and United States Naval Forces Central Command areas of responsibility (AOR).

(9) Navy Region Southwest RCC San Diego shall coordinate CQOBs for officers stationed in the United States Pacific Command AOR.

b. Echelon 5 must:

- (1) Maintain a list of officers eligible to serve as CQOB Chairperson and board members.
- (2) Provide assistance with board proceedings as necessary.

c. CQOB Chairperson must:

- (1) Be responsible for establishing, coordinating, executing, and chairing the CQOB.
- (2) Report board results using one of the following methods upon completion of deliberations:

(a) Official correspondence: submit endorsed CQOB recommendation letter per enclosure (2) to member upon approval of board finding by echelon 4. Letter must be copied to reporting senior, echelon 5 command and echelon 4 command.

(b) NRAU CO/OIC SharePoint electronic workflow: CQOB chairperson should use the NRAU CO/OIC SharePoint site to electronically sign and transmit board results to the board members, board chair, applicant and COMNAVRESFORCOM Education and Training. In cases where the CQOB is unable to use the NRAU CO/OIC SharePoint correspondence tool, the CQOB will take one of the following actions:

1. Request the nominee's military personnel file, per enclosure (3), and include the board qualification letter, per enclosure (2), as supporting documentation.

2. With echelon 4 approval, contact the NRAU CO/OIC program manager to report the results of the board and any issues with the SharePoint site.

d. Reporting Senior must:

(1) Verify nominee has met requirements for NRAU CO/OIC as set forth in this instruction.

(2) When utilizing official correspondence, submit NRAU CQOB nomination letter using enclosure (1) as a template with the nominee's official biography to the respective echelon 4 via the echelon 5 CO.

(3) When utilizing the NRAU CO/OIC SharePoint electronic workflow, verify nominee has met all prerequisites outlined in this instruction by answering all questions under the reporting senior section of the application and endorse the nominee if qualified.

(4) Coordinate remediation for non-qualified recommendations.

e. SELRES officers seeking NRAU CO/OIC qualification must:

(1) Comply with NRAU CO/OIC qualification requirements as set forth in paragraph 5 of this instruction.

(2) Once found qualified in CQOB, submit request if necessary for 2N1 AQD to PERS-911 per enclosure (3) and provide qualification letter from CQOB chairperson as supporting documentation. No additional endorsement is required.

(3) Upon a non-qualified recommendation, wait a minimum of six months before requesting another NRAU CQOB.

10. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR will review this instruction annually to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. If no longer required this instruction will be processed for cancellation as soon as the need is known following the guidance in OPNAV Manual 5215.1 of May 2016.

11. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.



J. A. SCHOMMER  
Deputy Commander

Releasability and distribution: This instruction is cleared for public release and is available electronically only via the COMNAVRESFORCOM website, <https://navyreserve.navy.afpims.mi/>

COMNAVRESFORINST 1412.2B  
27 Jan 2021

SAMPLE NAVY RESERVE AUGMENT UNIT COMMANDING OFFICER/  
OFFICER-IN-CHARGE QUALIFICATION ORAL BOARD NOMINATION LETTER

1412  
Ser N00/  
Date

From: Reporting Senior (Rank, Name and Position)  
To: Echelon 4 Command (Title and Location)  
Via: Echelon 5 Command

Subj: NOMINATION FOR NAVY RESERVE AUGMENT UNIT COMMANDING  
OFFICER/OFFICER-IN-CHARGE QUALIFICATION ORAL BOARD IN CASE OF  
(RANK AND NAME)

Ref: (a) COMNAVRESFORINST 1412.2B

1. Under the provisions of reference (a), (Rank and Name) has successfully completed the Naval Education and Training 43035 (September 2016), Navy Reserve Augment Unit (NRAU) commanding officer (CO)/officer-in-charge (OIC) Personnel Qualification Standards and is nominated for designation as "NRAU CO/OIC qualified". I respectfully request a NRAU command qualification oral board be convened. (Rank and Name) is available for interview on (date).

2. I certify (Rank and Name) meets all eligibility and prerequisite requirements set forth in reference (a) and has demonstrated the maturity, judgment, and professionalism required to succeed as a NRAU CO/OIC.

3. (Additional Comments).

4. Point of contact information for NRAU CQOB coordination:

REPORTING SENIOR

Copy to:  
Nominated Officer (rank and name)  
Echelon 5 Command (title and location)

Enclosure (1)

COMNAVRESFORINST 1412.2B  
27 Jan 2021

SAMPLE NAVY RESERVE AUGMENT UNIT COMMANDING OFFICER/  
OFFICER-IN-CHARGE QUALIFICATION ORAL BOARD RECOMMENDATION

1412  
Ser N00/  
Date

From: Chairperson, Navy Reserve Augment Unit Commanding Officer/Officer-in-Charge  
Qualification Oral Board

To: Commander, Navy Personnel Command (PERS-911)

Subj: NAVY RESERVE AUGMENT UNIT COMMANDING OFFICER/OFFICER-IN-  
CHARGE QUALIFICATION ORAL BOARD RECOMMENDATION IN CASE OF  
(RANK AND NAME)

Ref: (a) COMNAVRESFORINST 1412.2B

1. Per reference (a), a Navy Reserve Augment Unit (NRAU) commanding officer (CO)/officer in charge (OIC) command qualification oral board (CQOB) was convened on (date) in case of (Name). Board members included:

Chairperson  
Member  
Member

2. The board found member name (qualified /not qualified) for NRAU CO/OIC.

3. Comments (mandatory for "not qualified for NRAU CO/OIC" determination). (For "Not Qualified" letters, end with): Per reference (a), a minimum of six months is required between subsequent NRAU CQOBs.

4. Per reference (a), you are directed to submit directly to PERS 911 your request for entry of the 2NI Additional Qualification Designator (AQD) into your (OMPF). Present this letter as supporting documentation in your request

Enclosure (2)



Subj: NAVY RESERVE AUGMENT UNIT COMMANDING OFFICER/OFFICER-IN-CHARGE QUALIFICATION ORAL BOARD RECOMMENDATION IN CASE OF (RANK AND NAME)

5. The point contact concerning this matter is LCDR Sample (RCC point of contact), who can be reached at XXX-XXX-XXXX, or via email at xxxxx.xxxx@navy.mil.

CHAIRPERSON

Copy to:  
Echelon 4 Command  
Echelon 5 Command (title and location)  
Reporting Senior (rank and name)  
Member (for those members found Qualified)

COMNAVRESFORINST 1412.2B  
27 Jan 2021

SAMPLE APPLICATION FOR ASSIGNMENT OF ADDITIONAL QUALIFICATION  
DESIGNATOR (AQD) FOR NAVY RESERVE AUGMENT UNIT COMMANDING  
OFFICER/OFFICER-IN-CHARGE QUALIFIED (2N1)

1412  
Ser N00/  
Date

From: Rank, Name, USN, Designator  
To: Commander, Navy Personnel Command (PERS-911)

Subj: APPLICATION FOR ASSIGNMENT OF ADDITIONAL QUALIFICATION  
DESIGNATOR 2N1

Ref: (a) BUPERSINST 1001.39F  
(b) NAVPERS 15839I  
(c) COMNAVRESFORINST 1412.2A

Encl: (1) Navy reserve augment unit (NRAU) Commanding Officer (CO)/Officer-In-Charge  
(OIC) qualification oral board recommendation letter

1. Per references (a) through (c), request assignment of the additional qualification designator (AQD) Navy Reserve Augment Unit commanding officer/officer-in-charge qualified (2N1), for entry into my official military personnel file (OMPF). Enclosure (1) is a qualification letter provided by the board qualifying officer.

2. For additional information or questions regarding this request, the following contact information is provided:

Primary e-mail address:  
Secondary e-mail address: (optional)  
Primary phone number:  
Secondary phone number: (optional)

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(Signature of Member)

Enclosure (3)